



8-30-2013

## August 30, 2013 Approved Minutes

SWOSU Faculty Senate

### Abstract

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Approved Minutes  
Southwestern Oklahoma State University  
FACULTY SENATE August 30, 2013—2:00 PM EDU 201

**I. CALL TO ORDER:** Faculty Senate President Fred Gates called the August meeting of the Faculty Senate to order at 2:03 PM in Education 201.

**II. ESTABLISHMENT OF A QUORUM:** The following members were present: David Bessinger, Tammy Blatnik, John Bradshaw, Kathy Brooks, Ric Baugher (for Brad Bryant), Tommye Davis, Jerry Dunn, Jason Dupree, Mindy Burgess (for Jared Edwards), David Esjornson, Fred Gates, Marci Grant, Andrea Holgado, Tiffany Kessler, Jim Long, Scott Long, Tom McNamara, Evette Meliza, Kristin Montarella, Cynthia Pena, Les Ramos, Ann Russell, Lisa Schroeder, Amber Sturgeon, Trisha Wald, Dennis Widen, Curt Woolever, and Taylor Kincannon (for Blaine Boyd, SGA).

**III. CERTIFICATION OF SUBSTITUTES:** Ric Baugher for Brad Bryant, Mindy Burgess for Jared Edwards, and Taylor Kincannon for Blaine Boyd (SGA).

**IV. PRESENTATION OF VISITORS:** None

**V. APPROVAL OF MINUTES:** The July minutes were approved by a voice vote.

**VI. ANNOUNCEMENTS**

**A. President Fred Gates**

1. From the Executive Council meeting of August 22, 2013.
  - a. President Beutler announced that SWOSU has amended its anti-discrimination policy to include sexual orientation and genetic information. This was in response to an SGA request that Senate supported.
  - b. Dr. South and Dr. Foust are revising the university's mission statement to clarify the language. There was some repetition that made it clumsy.
  - c. Tom Fagan addressed the issue of employee tuition waivers. How should the university handle an employee waiver where the student flunks a class and wants to retake it and have the tuition waived again? He will take this up with the Staff Council and begin formulating a policy to address the issue.

- d. New guidelines are going to affect payroll processing for hourly and student workers. SWOSU must hand deliver or mail all original payroll documents five days prior to the pay date. This will add turnaround days to processing pay forms here on campus. There may be a two week delay in pay after time cards are turned in, as the state will not accept electronic submissions of any kind.
2. There was no Administrative Council meeting, next meeting is in September.
3. From the Provost:
  - a. As we make the transition to Canvass, D2L will be discontinued. After May, D2L will no longer be available. This means anyone currently using D2L will not have access in the summer of 2014.
  - b. The last revisions to the Faculty Handbook are being made and should be online by the end of the month. The Senate Executive Committee reviewed the last two years of minutes to determine if all Senate approved changes had been made. The Committee found a few small revisions that had been missed in the transition from Dr. Sonobe to Dr. South. Dr. South is making those changes.
  - c. I informed the Provost that it had been brought to my attention that online cheating is a growing concern. There are websites that students can access and pay for someone to take their online courses. While we have no real answer to the problem as of now, faculty should be aware.
  - d. Anyone still having problems with the bookstore should bring their issues to Tom Fagan.
4. 2013-2014 Budget: See Appendix A.
5. New Senator: Arden Aspedon has joined the Senate representing Biology as Lisa Appeddu moved to Pharmacy. He is also replacing her on the Personnel Policies Committee.
6. New Faculty reception will be held Thursday, September 5<sup>th</sup> from 2:30-4:00 PM in the Bulldog Beanery.

**B. Secretary/Treasurer Curt Woolever**

**1. Roll Sheet** – please sign.

**2. Treasurer's Report:**

a. BancFirst Checking Account:	July Meeting Balance:	\$1948.40
Dues Collected		<u>865.00</u>
	CURRENT BALANCE:	\$2813.40
b. University Account:	July Meeting balance:	\$105.01
	CURRENT BALANCE:	\$105.01

**C. President-Elect Evette Meliza:** Nothing to report.

**D. Past President David Esjornson:** The Public Safety Department recommends that if you are using a hanging paper parking permit that you change to the use of the windshield corner parking permit tag.

**E. Student Government Representative Blaine Boyd:** Filing for SGA ends Friday, August 30<sup>th</sup>. Voting will begin on Monday, September 9<sup>th</sup>. The first meeting will be Thursday, September 12<sup>th</sup>.

**VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:**

The report of the Personnel Policies Committee regarding Senate Motion 2013-07-02 is not ready.

**VIII. UNFINISHED BUSINESS:** From the July 2013 meeting, Section VI., Part A, 3g. Should faculty be required to post syllabi, class lists, assignments, handouts, etc. on D2L for all courses or should faculty continue to use the system as they so choose?

The Faculty do not feel that they should be required to post syllabi, class lists, assignments, handouts, etc. on D2L for all courses. When the Faculty are comfortable with the new course management system (Canvas), they will make good faith effort to start doing this.

**IX. NEW BUSINESS:**

A. List of eligible faculty for the FUPTC.

Please review the list of eligible faculty for the FUPTC and canvass your departments for anyone wishing to serve this year. Senators will caucus by college to select the committee at the September meeting.

See Appendix B.

B. Intellectual Property Committee changes:

FS Motion 2013-08-01: It is moved that Dr. Evette Meliza will replace Jason Dupree as a member on the Intellectual Property Committee.

Motion was approved by voice vote.

C. Distance and E-Learning Council:

FS Motion 2013-08-02: It is moved that Dr. Cynthia Pena will replace Dr. Vivien Chu on the Distance and E-Learning Council.

Motion was approved by voice vote.

D. Creation of an ad hoc committee for reviewing the role of the FUPTC.

There was a discussion about establishing an ad hoc committee to review the promotion and tenure process. Senators will poll their departments concerning this issue. Though no changes can be made this year, does the Faculty support the formation of an ad hoc committee to consider altering promotion and tenure process?

E. Canvas (course management) System Video

On the Faculty & Staff webpage, below the D2L button, is the button for Canvas. There will be a video that will explain Canvas and how to use it. There will be links and guides that will allow you to get familiar with it. There will also be a webinar and instructor training that will be recorded for faculty to watch.

**X. ADJOURNMENT: 2:46 PM**

**Next meeting 2:00 pm  
Friday September 27, 2013**

## Appendix A Faculty Senate Budget 2013-2014

<u><i>Income</i></u>	<u><i>Budgeted</i></u>	<u><i>Actual</i></u>
Donations	\$0.00	
Faculty Senate Dues	\$850.00	\$865.00
 Total Income	 \$850.00	
<u><i>Expenses</i></u>		
Service Award Plaques	\$450.00	\$238.64*
Officer Plaques	\$150.00	\$122.20
New Faculty Reception	\$115.00	
Retirement Reception	\$115.00	
Copying, Travel, Misc	\$ 20.00	
Total Expenses	\$850.00	

\* Due to a clerical error, Dr. Erin Callen did not receive her 10 year plaque at the Faculty Workshop. I have ordered her plaque so this number will change by about \$31.